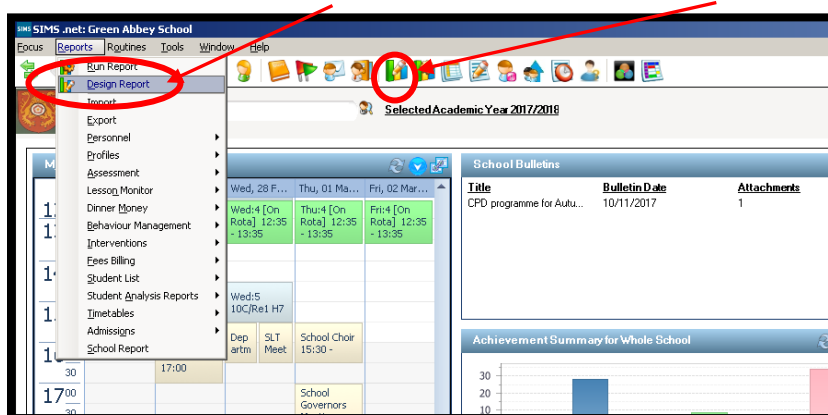


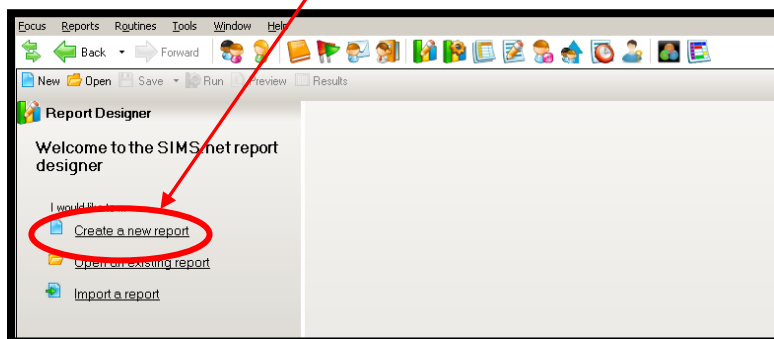
## Helpsheet R5-Creating labels

### Step by Step – Mail Merge Labels

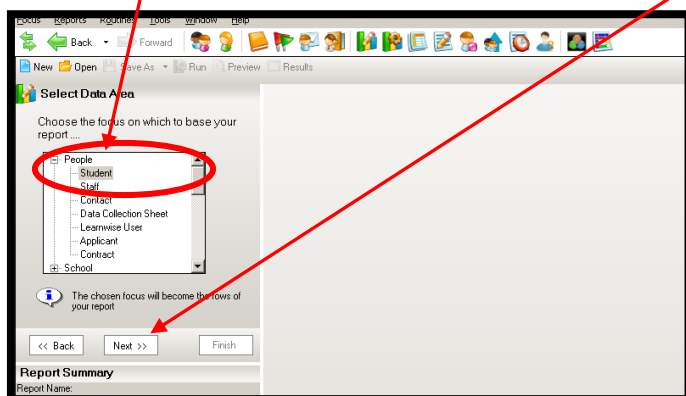
1. Select **Reports | Design Report** or click the **Design Reports** icon.



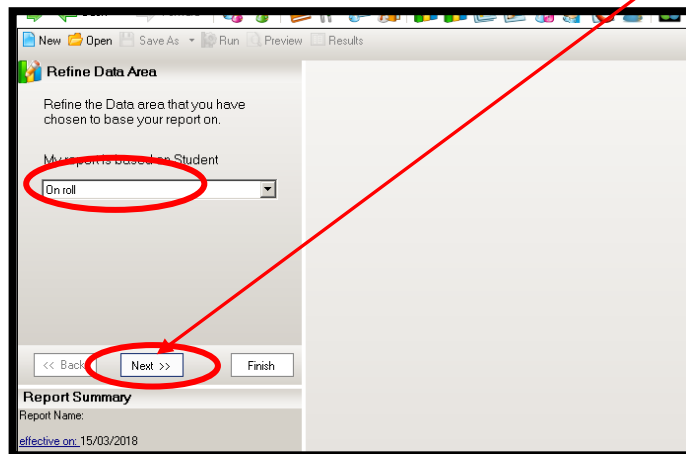
2. Click the **Create a new report** hyperlink.



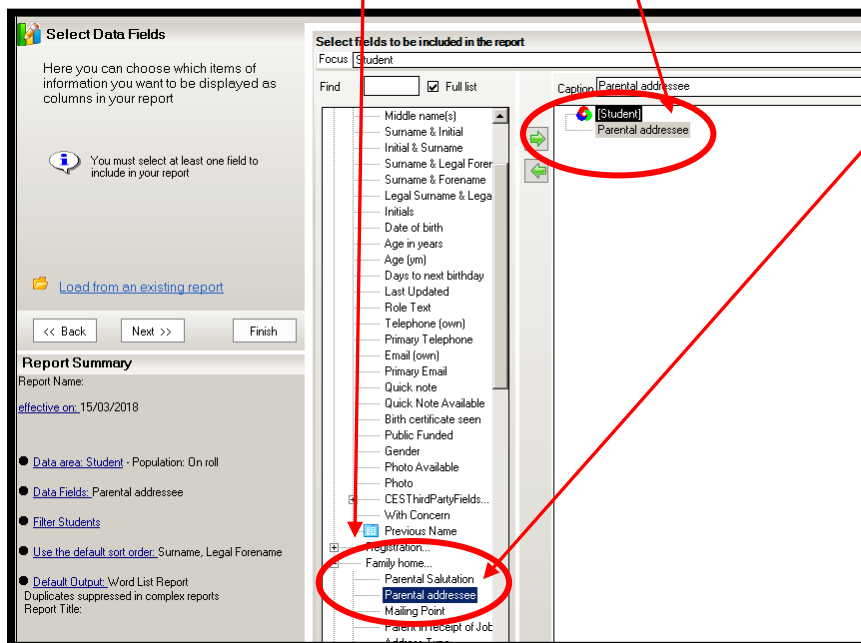
3. Select **Student** in the **Select Data Area** screen and click **Next** on the wizard.



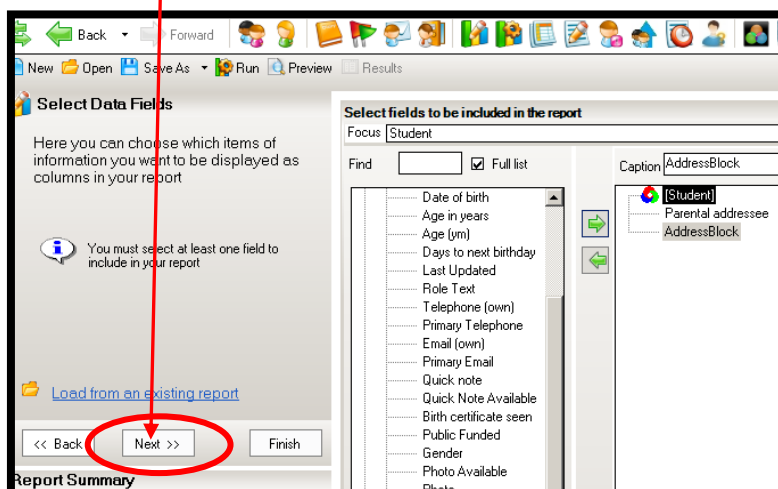
4. The report needs to be based on roll pupils so click **Next** on the wizard.



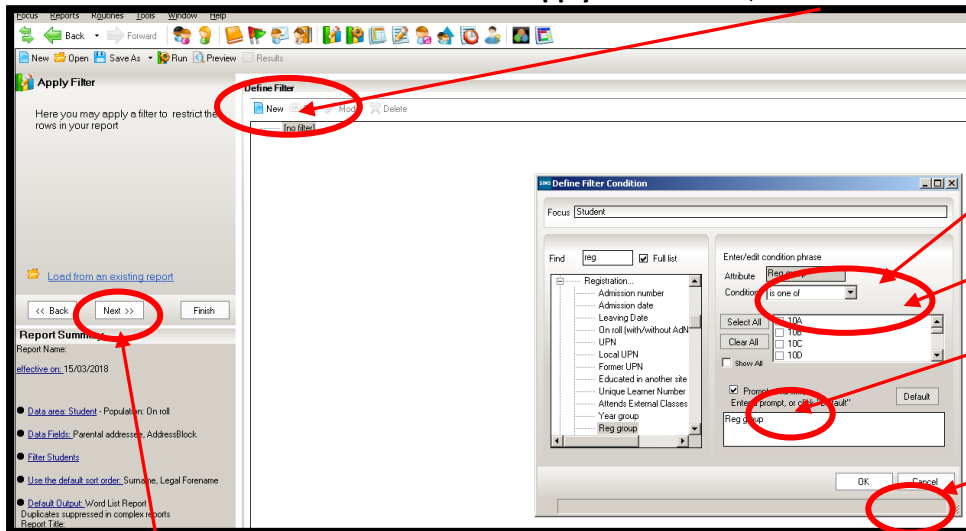
5. Scroll down to the **Family Home** section and click to expand. Select the **Parental Addressee** field. Double click to move it onto the panel on the right or highlight and click the right green arrow. Scroll further down and select the **Address Block** and move over to the right.



6. Click **Next** on the wizard.



7. In the **Define Filter** section of the **Apply Filter** screen, click **New**

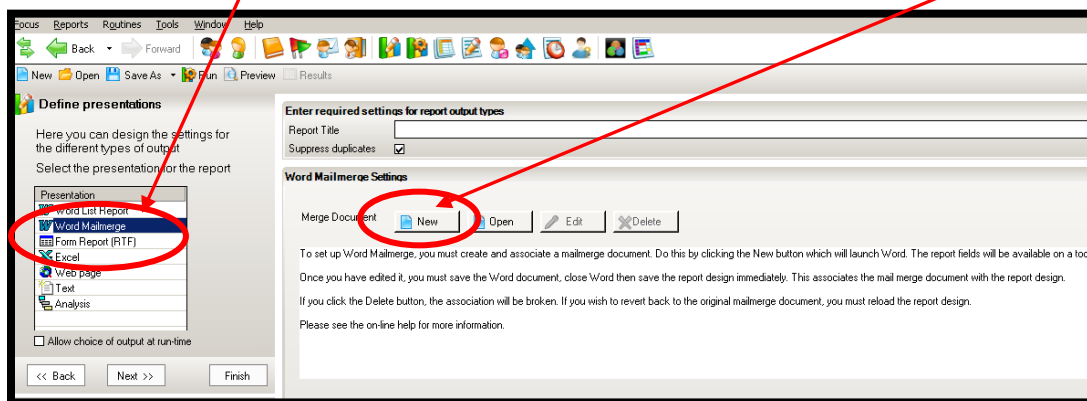


Select **Reg Group** as the **Attribute**  
and is **one of** as the **Condition**,  
and then select the **Prompt** at runtime check box.  
Click **OK**.

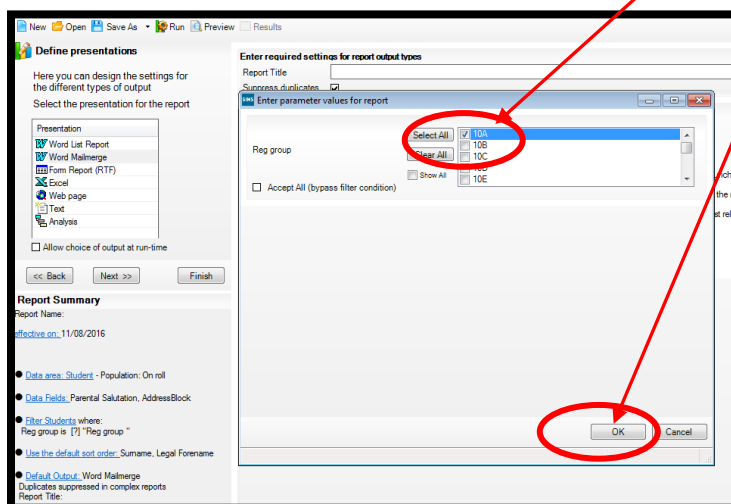
8. Click **Next** on the wizard. The default sort order is satisfactory for this example.

9. Click **Next** twice on the wizard to display the **Define Presentation** screen.

10. Click **Word Mailmerge**, then in the **Word Mailmerge Settings** panel click **New**.



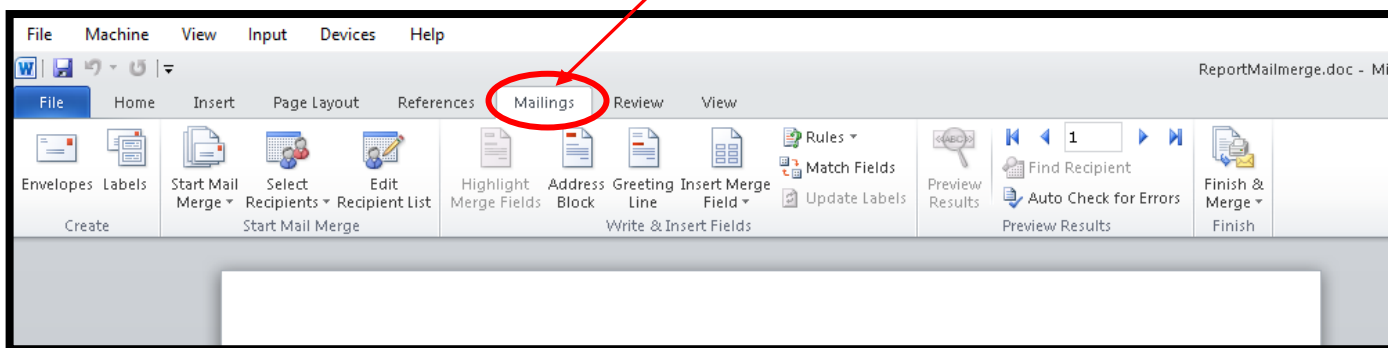
11. Select a registration group, for example 10A or 3TO and click **OK**. This gives Word some data. Word will now open and the **Mail Merge** fields can be set up.



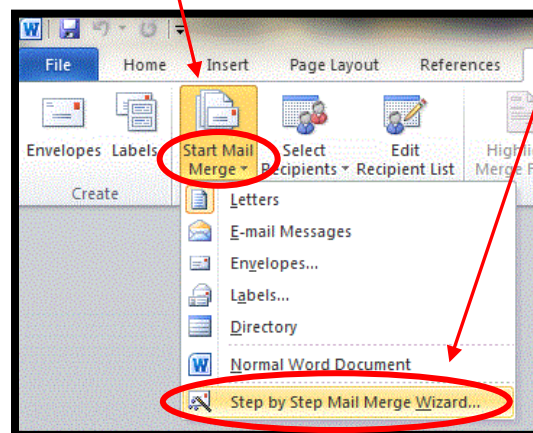
12. Word will open on your desktop



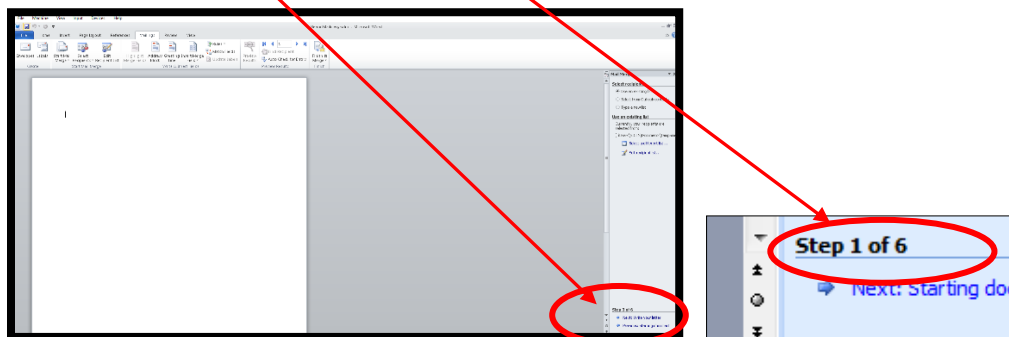
13. In Word **2007**, **2010** and **2013**, select the **Mailings** tab,

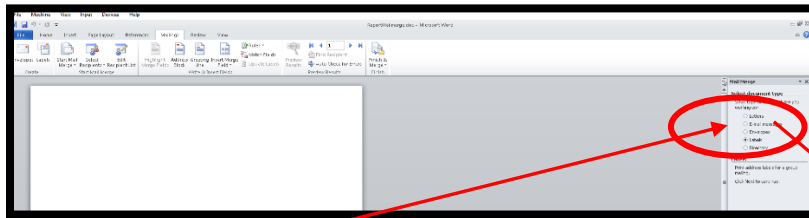


14. Select the **Start Mail Merge** and then **Step by Step Mail Merge Wizard** drop-down list to display a side task bar.

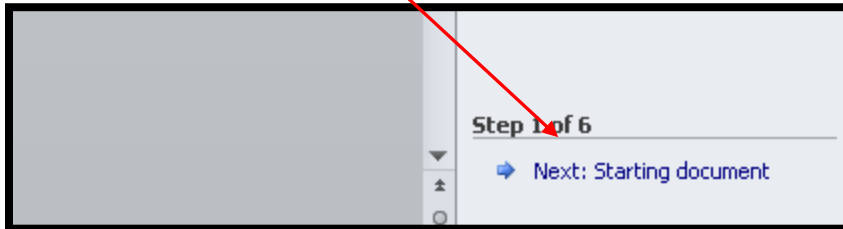
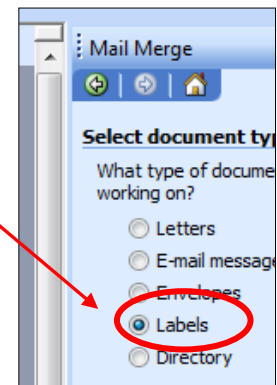


15. On the **Mail merge** task bar, displayed in the right-hand side of the screen, notice that **Step 3 of 6** is displayed. Click **Previous** until **Step 1 of 6** is displayed

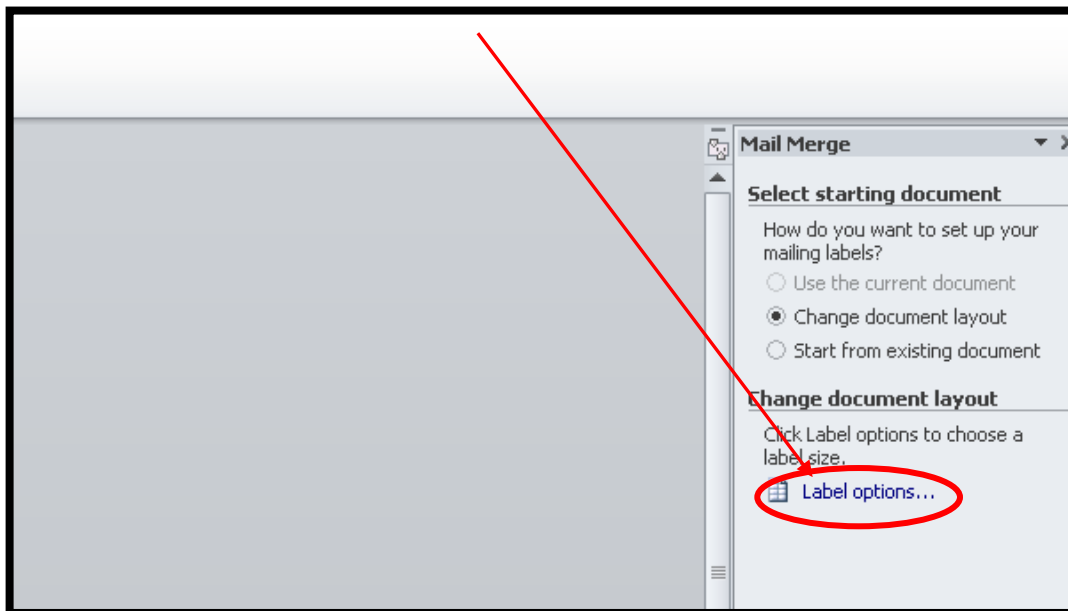




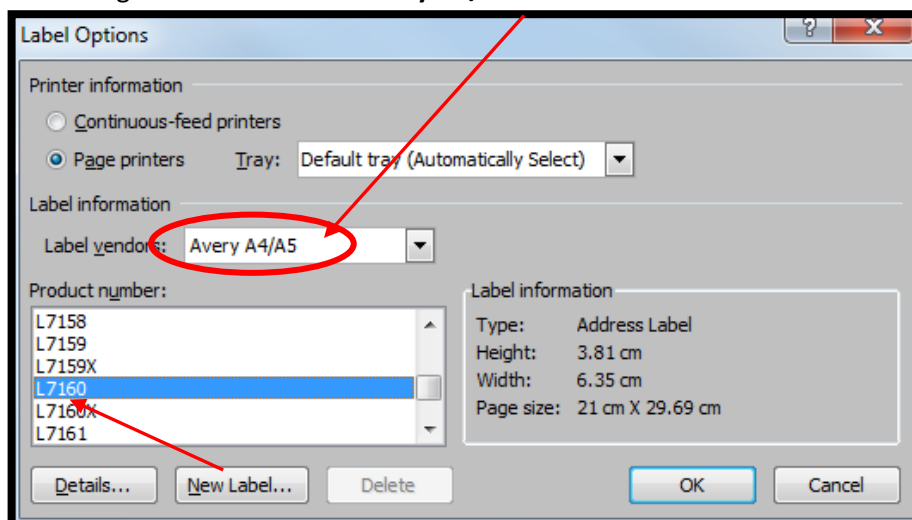
16. Select **Labels** and click **Next Starting Document**



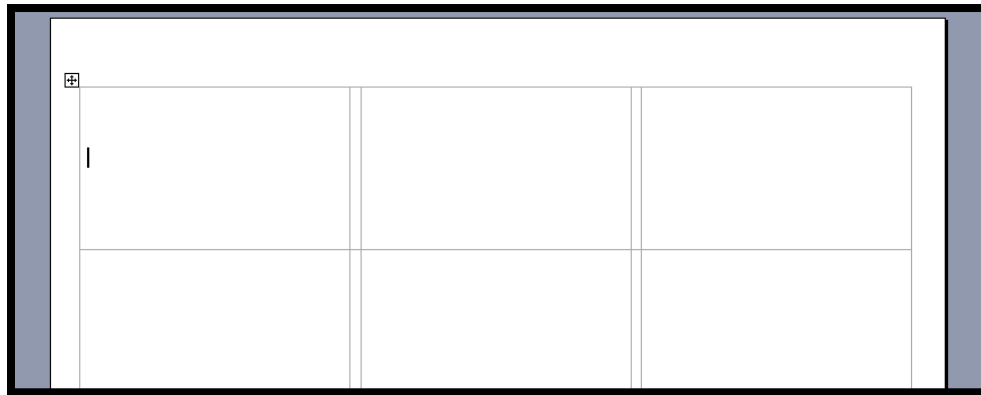
17. On **Step 2 of 6** click the **Label Options** hyperlink



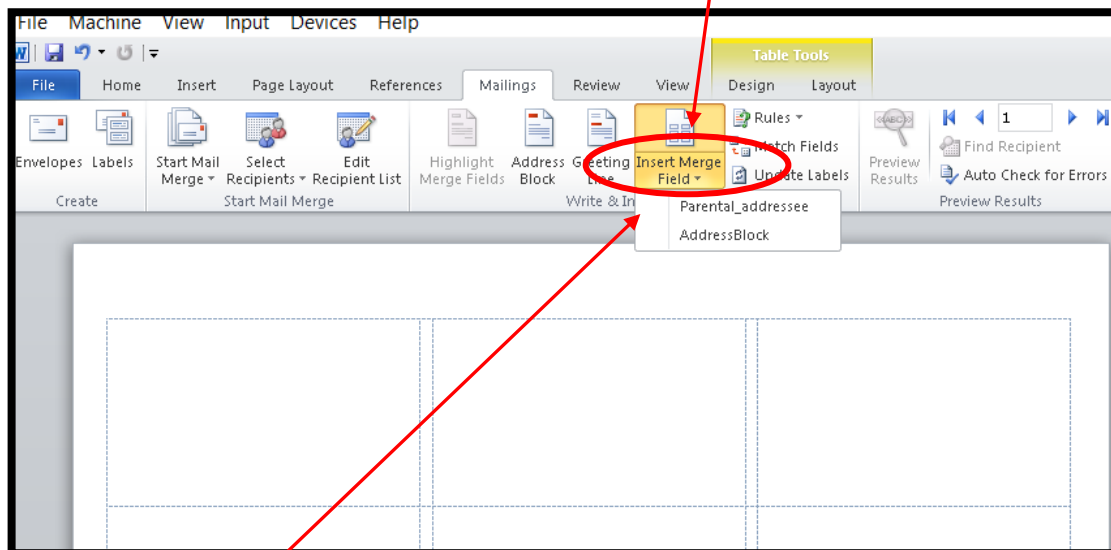
18. and change **Label vendors** to **Avery A4/A5**.



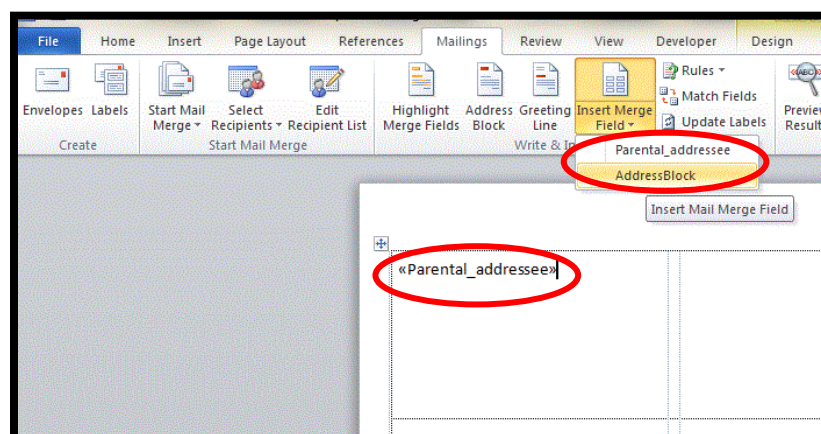
19. The product numbers shown are now the **Avery label codes for A4 or A5 sheets**. Select **Product Number L7160** and click **OK** to display a table on the Word page.



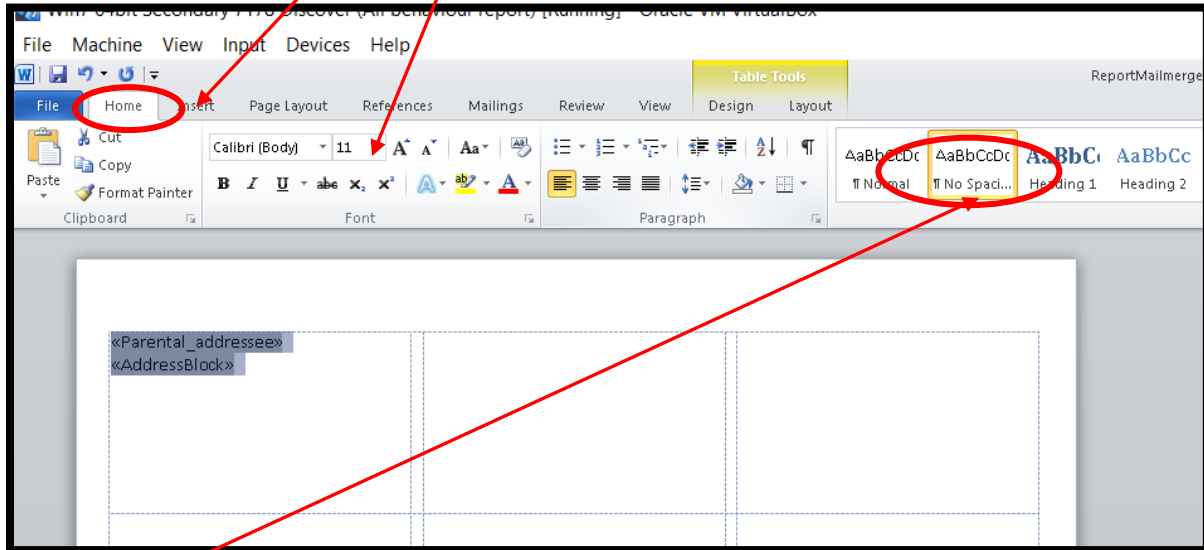
20. Click **Next** to display **Step 3 of 6**; no changes are required in this step so click **Next** again to display **Step 4 of 6**, called **Arrange your labels**.
21. Click in the first label on the sheet then the **Insert Merge Fields** drop-down list. The fields that were selected in SIMS are now displayed in a list.



22. Click **Parental\_addressee**.
23. Press **Enter** after <<Parental\_addressee>>.
24. Select **AddressBlock** from the **Insert Merge Fields** drop-down list.

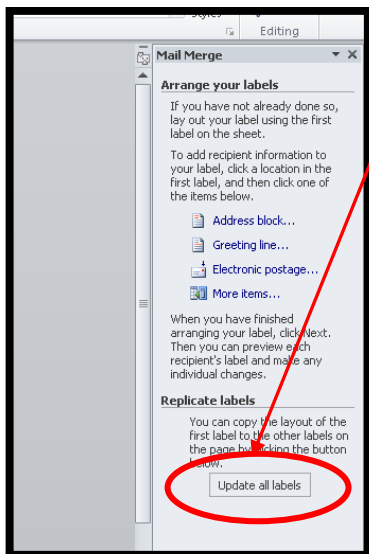


25. Click on the **Home** Tab. Highlight the text you have inserted and change to the Text format you wish to use



Select **No Spacing** to ensure the labels display correctly.

26. One label is now set up, click **Update all labels** which is in the **Mail Merge** task bar.



«Parental_addressee» «AddressBlock»	«Next Record»«Parental_addressee» «AddressBlock»	«Next Record»«Parental_addressee» «AddressBlock»
«Next Record»«Parental_addressee» «AddressBlock»	«Next Record»«Parental_addressee» «AddressBlock»	«Next Record»«Parental_addressee» «AddressBlock»
«Next Record»«Parental_addressee» «AddressBlock»	«Next Record»«Parental_addressee» «AddressBlock»	«Next Record»«Parental_addressee» «AddressBlock»

27. Click **Next** on the **Mail Merge** task bar and you will now see a preview of the labels. **Previous** and **Next** on the wizard can be used to display the labels, as required.

Mr and Mrs F Abbot 16 Brickberry Close Hampton Hargate Peterborough PE7 8AR	Mr and Mrs R Ackton 12 High Street Higham Ferrers Rushden NN10 8BL	Mr M Boman Faldo Farm Faldo Road Barton-Le-Clay Bedford MK45 4RF
Mr and Mrs J Candy 2 Willows Mill Farm Courtyard Beachampton Milton Keynes MK19 6DS	Mr and Mrs J Candy 2 Willows Mill Farm Courtyard Beachampton Milton Keynes MK19 6DS	Mrs S Dahl Flat 73 Brookmeadow Court 52 Paradise Lane Birmingham B28 0EH
Mr and Mrs G Davies 11 Abbess Grove Birmingham B25 8YB	Mrs S Etten 6 Harlestone Court Giffard Park Milton Keynes MK14 5PD	Mr and Mrs A Gasman 24 Diddington Close Bletchley Milton Keynes MK2 3EB

a) In Word 2010 onwards select **File | Save**, then **File | Exit**,

b) In Word 2007 select **Office Button | Save**, and then select **Office Button | Exit Word**.

You will be returned to the SIMS reporting screen.

28. The merge document is now attached to the report, so save the report. Click **Save As** and name the report **Parents' Labels**. Deselect the **Private** check box and click **OK**.

29. Click **Run** and then **OK** to run the report and select a different registration group.

Mrs K ADAMS 28 Water Lane Wootton Northampton NN4 6HE	Dr D Banner 41 Engaine Drive Shenley Church End Milton Keynes MK5 6BA	Mrs D BATCHELOR 1 Bevan Place Cardiff CF14 3UX
Mrs C BROAD 19 Engaine Drive Shenley Church End Milton Keynes MK5 6BA	11 Engaine Drive Shenley Church End Milton Keynes MK5 6BA	Mr and Mrs P CARR 17 Engaine Drive Shenley Church End Milton Keynes MK5 6BA
Mr D CLARKE 34 Cunningham Way Eaton Socon	Mr and Mrs S G CLOUTER 23 Millbrook Road Eaton Socon	Mr and Mrs N DAY 4 Millbrook Road Eaton Socon

30. Click **Close**.